



REQUIRED WITH ALL APPLICATIONS:

1. **Completed Application Form:** Description of ALL work must be indicated on application form.
2. **Property Owner's Signature:** Current owner's signature preferred; if the agent is signing the application written authorization from the owner (letter, fax, email) must be provided.
3. **Application Fee:** See back of application for fee schedule or call the office.
4. **Locus Map (4 copies):** Location Map must include north arrow, parcel boundaries, primary and secondary streets. (Town GIS Map Site) <https://www.nantucket-ma.gov/151/GIS-Maps>
5. **Site Plan (4 Copies):** must include the following: lot dimensions, north arrow, all existing structures, proposed work (highlighted) with dimension to lot lines, scale, driveway, grade changes, and *placement of HVAC units, electrical boxes, fuel tanks, etc..*
6. **8-1/2" x 11" Copies of ALL Application Materials:** Must include the following: application form (reduced 64%), locus map, plot plan, all elevations and floor plans, window schedule, photographs, other relevant supporting material. All material MUST BE LEGIBLE (font size no smaller than 12), collated and stapled.
7. **Photographs:** Required of ALL applications for alterations to an existing structure. Photographs must be clear and labeled with application address or contextual address.
8. **Electronic submission:** All documents submitted to the HDC office must be emailed to hdcsubmissions@nantucket-ma.gov.

REQUIRED WHERE APPLICABLE:

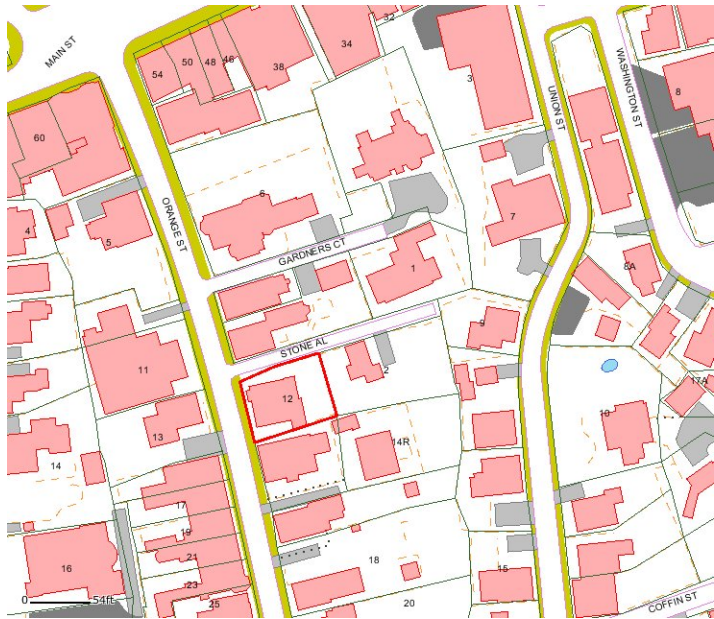
1. **Supplemental Information for Historic Buildings:** It is the applicant's responsibility to research the historical status of any and ALL buildings. Additional information may be obtained from the Nantucket Historical Association Library. If not historic, denote on application.
2. **Exterior Elevations and Floor Plans (4 copies):** Must be 1/4-inch scale and include all affected sides of the building, cardinal points (N, S, E, W), dimensions, heights, floor and ceiling heights, elevations of finished grade, window details and placement of HVAC units, electrical boxes, fuel tanks, etc. *All changes from approved or existing design must be clouded on drawings.* All material MUST BE LEGIBLE, collated and stapled. Reduced sets should maintain a font size of 12.
3. **As-Built Plans (1 copy):** of existing elevations
4. **Hardscaping Plans (4 copies):** To legible scale. This includes fences, decks, porches, arbors, retaining walls, tennis courts, swimming pool, driveways, gazebos etc. All material MUST BE LEGIBLE, collated and stapled.
5. **Topographic Map:** Must show existing and proposed grade for any change of more than one foot in height on grade. Retaining walls must be applied for separately (see hardscaping plan).
6. **Door and Window Schedule (4 copies):** Must include window type (true divided, simulated divided), number of lights, dimensions, materials, manufacturers type name and type number.
7. **I UNDERSTAND THAT A TRUE DIVIDED LIGHT WINDOW/DOOR IS DEFINED AS MULTIPLE INDIVIDUAL SINGLE PANES OF GLASS (i.e., NOT DOUBLE-PANED OR INSULATED) ASSEMBLED IN THE SASH/DOOR USING MUNTINS.**
8. **Abutter Notification Materials** – Abutters list from Assessors Office, certified mail stubs, and a copy of letter are required for all applications for changes of 1000 square feet or more except in the Nantucket Historic Core and Sconset Historic Core where the requirement for new construction is 100 square feet.
9. **Approvals from Planning Board, Zoning Board of Appeals, Conservation Commission etc.**

(initial to indicate
read and
understand)

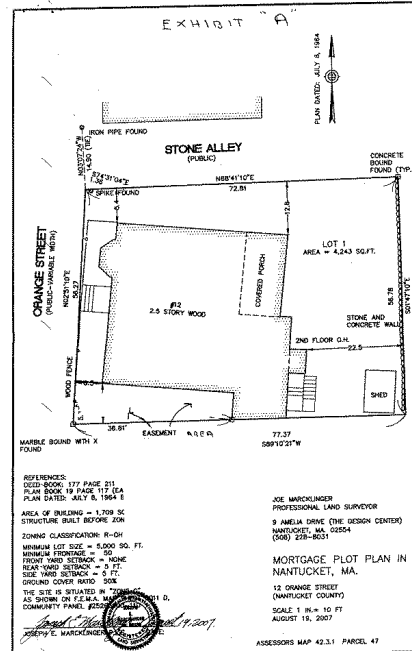
REQUIRED WITH ALL APPLICATIONS:

- 1. Completed Application Form:** Description of **ALL** work must be indicated on application form.
- 2. Property Owner's Signature:** Current owner's signature preferred; if the agent is signing the application written authorization from the owner (letter, fax, email) must be provided.
- 3. Application Fee:** See back of application for fee schedule or call the office.

4. Locus Map (4 Copies): Location Map-must include north arrow, parcel boundaries, primary and secondary streets. For example, using the Town GIS (NOTE: GIS maps are oriented to true North by default, so no arrow is required):

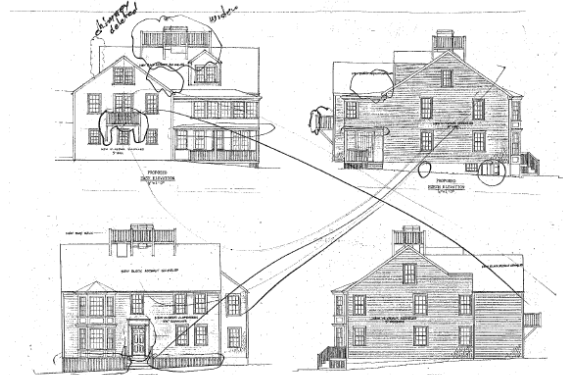


5. Site Plan (4 Copies): must include the following: lot dimensions, north arrow, all existing structures, proposed work (highlighted) with dimension to lot lines, scale, driveway, grade changes, hardscaping. Site plans are available through the Registry of Deeds.

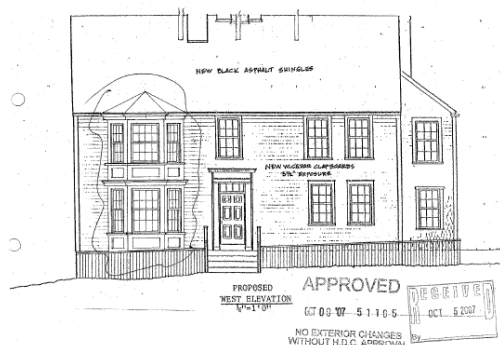


6. 8-1/2" x 11" Copies of ALL Application Materials: Must include the following: application form (reduced 64%), locus map, plot plan, all elevations and floor plans, window schedule, photographs, other relevant supporting material. All material collated, stapled and **LEGIBLE**. What this means:

If you submitted plans for projects that were small enough to fit on one page, or you show "approved" and "revised" plans on the same page for clarity, like this:



We still need to have reduced sets where we can read the text on the elevations. However this is achieved – by increasing the font size, or as shown here, by putting one elevation on each page – it must be **legible**.



7. Photographs: Required of **ALL** applications for alterations to an existing structure. Photographs must be clear and **Labeled** with application address or contextual address.

REQUIRED WHERE APPLICABLE:

1. Supplemental Information for Historic Buildings: It is the applicant's responsibility to research the historical status of any and **ALL** buildings. Additional information may be obtained from any or all of the sources listed below; there may be others that are available as well. **If not historic, denote on application.**

Town of Nantucket – NACR survey: http://www.nantucket-ma.gov/Pages/NantucketMA_HistDist/NACRsurvey/

Massachusetts Cultural Resource Information Survey: <http://mhc-macris.net/>

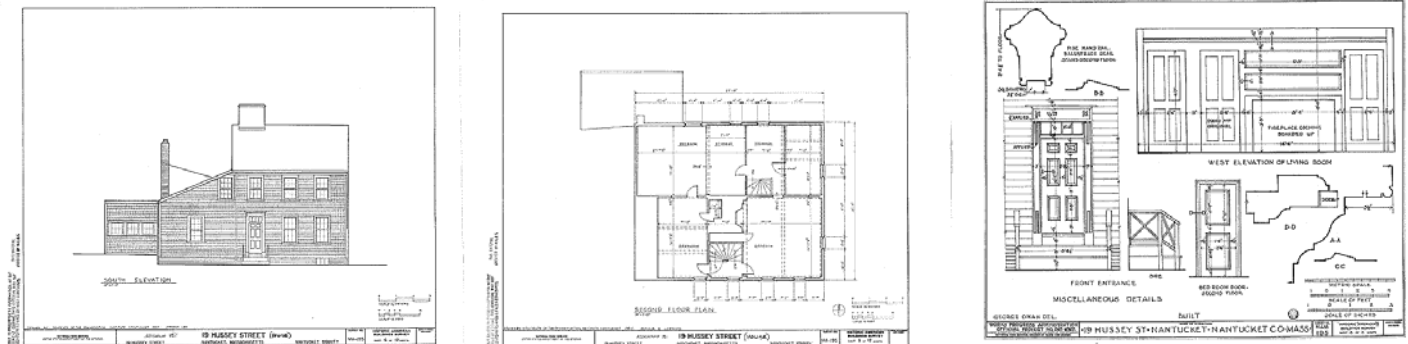
Nantucket Historical Association – Photo Library: <http://www.nha.org/library/index.html>

Registry of Deeds: <http://www.masslandrecords.com>

Library of Congress – American Memory: <http://memory.loc.gov/ammem/index.html>

National Park Service – National Register: <http://www.nr.nps.gov/>

2. Exterior Elevations and Floor Plans (historic structures and major revisions, defined as five or more changes) (4 Copies): Must be ¼-inch scale and include all affected sides of the building, cardinal points (N, S, E, W), dimensions, heights, floor and ceiling heights, elevations of finished grade, and window details. ALL changes from approved or existing design must be clouded on drawings. All material **MUST BE LEGIBLE**, collated and stapled.



3. As Built Plans (historic structures and major revisions, defined as five or more changes): One (1) copy of existing elevations.

4. Hardscaping Plans (4 Copies): To legible scale. This includes fences, decks, porches, arbors, retaining walls, tennis courts, swimming pool, driveways, gazebos etc. All material **MUST BE LEGIBLE**, collated and stapled. **HARDSCAPING MUST BE APPLIED FOR SEPARATELY FROM A BUILDING APPLICATION; HARDSCAPING MAY BE INCLUDED ON SUBMITTED PLANS FOR INFORMATIONAL PURPOSES, BUT ARE NOT APPROVED UNTIL APPLIED FOR SEPARATELY.**

5. Topographic Map: Must show existing and proposed grade for any change of more than **ONE** foot in height on grade. Retaining walls must be applied for separately (see hardscaping plan).

6. Door and Window Schedule (4 Copies): Must include window type (true divided, simulated divided), number of lights, dimensions, materials, manufacturers type name and type number. A true divided light window/door is defined as: **MULTIPLE INDIVIDUAL SINGLE PANES OF GLASS (i.e., NOT double-paned and/or insulated) ASSEMBLED IN THE SASH/DOOR USING MUNTINS.**

7. Abutter Notification Materials: Original certified abutters list (with raised seal) from Assessors' Office, original certified mail stubs, and a copy of letter are required for all applications for changes of 1000 square feet or more **except in the Nantucket Historic Core and 'Sconset Historic Core where the requirement for new construction of 100 square feet.**

8. Approvals from Planning Board, Zoning Board of Appeals, Conservation Commission etc.



Planning & Land Use
Services
HISTORIC DISTRICT COMMISSION
2 FAIRGROUNDS ROAD
NANTUCKET, MA 02554
PHONE (508) 325-7587
FAX (508) 228-7298

<http://www.nantucket-ma.gov>

PLEASE CONTACT PLUS STAFF WITH
QUESTIONS!

BUILDING WITH NANTUCKET IN MIND
Last revised July 2014

How to Apply to the Nantucket Historic District Commission



The Old Mill in 1935 - Wikipedia

& Understanding the process

LET US ALL KEEP NANTUCKET -
NANTUCKET!

PLUS Phone: (508) 325-7587

Do I need to apply?

YES!

If you are planning exterior changes:
-Re-roofing -Changing Colors
-Arbors -Decks
-Window Replacements
-Retaining Walls
-Hardscaping/Paving
-New Construction

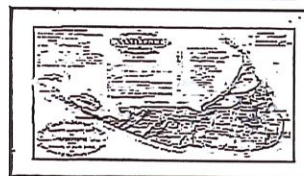
Here is what you need:

- Completed Application Form
- Application Fee
- Four (4) Collated Packets to include:
 - Locus Map
 - Plot Plan
 - Drawings of Proposal
 - Elevation Plans
 - Floor Plans

- One (1) set of reduced (8 1/2" x 11")
copies of ALL application materials

- A Scanned PDF of the complete
reduced application materials to send
via email to HDC Submissions, once
your application has been accepted.

HDCsubmissions@nantucket-ma.gov



...you may also need:

- Supplemental information for existing
or Historic Buildings
- Photographs
- As Built Plans
- Topographic Map
- Four (4) Collated Packets to include:
 - Exterior Elevation and Floor
Plans
 - Door and Window Schedule
- Abutter Notification Materials
- Approvals (Conservation
Commission, Zoning Board of Appeals
and Planning Board)

HELP US, TO HELP YOU!

You are creating copies of the packet
of information for the commission
that shows them: where the property
is, what it looks like and what you
want to do with it.

QUESTIONS?

Stop by or give us a call at
(508) 325-7587

We are always happy to
help you understand this
process better!

What it looks like:

HDC APPLICATION

Here's a breakdown of what we need:

PROPERTY INFORMATION

PROPERTY DESCRIPTION	
TAX MAP N°	PARCEL N°
Street & Number of Proposed Work	
Owner's Name	
Mailing Address	
Contact Phone N°	E-mail

Here is where you tell the HDC what property you are planning to make changes. You can locate map and parcel information at: <http://host.appco.com/nantucketma/>

AGENT INFORMATION

AGENT INFORMATION (If applicable)	
Name	
Mailing Address	
Contact Phone N°	E-mail

If you are not the property owner, you need to fill out this section – if you are the owner, you can skip this part. We will also need a written statement (fax or email is acceptable) from the property owner, stating you are authorized to do work on their property.

DESCRIPTION OF WORK TO BE PERFORMED

1. Project Description	2. Project Location	3. Project Dates	4. Project Budget
5. Project Scope	6. Project Details	7. Project Status	8. Project Notes

Here is where you will tell the HDC what you want to do. If there is not an option listed for your project or if your application is for multiple changes, please use the "Other" option.

DETAIL OF WORK TO BE PERFORMED

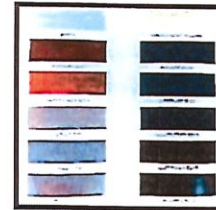
1. Project Description	2. Project Location	3. Project Dates	4. Project Budget
5. Project Scope	6. Project Details	7. Project Status	8. Project Notes

Here is where you need to be specific about the work you are planning to do. Most of this section will not apply, but the parts that do, need to be filled out completely.

COLORS

1. Color Name	2. Color Code	3. Color Sample
4. Color Name	5. Color Code	6. Color Sample

In this section, you inform the HDC as to which colors you will be applying to each part of the work described previously.



APPLICATION COMPLETE! WHAT NEXT?

- Deliver completed application, with the appropriate fee, to the HDC office at 2 Fairgrounds before 12PM on the deadline day. Deadline dates for submissions are on the back of the checklist form or on the Town of Nantucket website in the Meeting Calendar.
- While at the HDC, sign your project up for "New Business".
- Confirm your meeting date during sign up, and plan to attend!
- Submit your entire application in PDF format, with the address as subject, to: hdcsubmissions@nantucket-ma.gov

AT THE HDC MEETING

APPROVAL

If your application is approved, there is nothing further for you to do. Allow a few days for paperwork to be processed then stop by the office to pick up your approval.

Sometimes the HDC "approves through staff" meaning there are minor changes that you need to do before we can release it. If your application receives this type of approval, call the HDC (508) 325-7597 the next day to get things sorted out.

DENIED

In the unlikely event, your application is denied, you may not move forward with your project. There is an appeals process if you feel there were procedural errors in your hearing.

HOLD FOR REVISIONS

If your application is held for revisions, you will need to submit the changes by one of the "rolling" deadlines in order to be heard at the following "Old Business" meetings. It is always a good idea to check in with HDC staff to go over what is required.

For More Information & Resources, go to:

<http://www.nantucket-ma.gov/283/Historic-District-Commission>